

M	TAB	TAB	TAB
PROBATIONARY AGENT MONTHLY EVALUATION REPORT For use of this form see AR 135-51; the proponent agency is USACIC		REPORTING PERIOD (From and To Dates)	
1. NAME (Last, First and Middle Initial)		2. GRADE	
		3. UNIT AND STATION (Include ZIP Code)	
CODE:		S Satisfactory	
		M Marginal	
		U Unsatisfactory	
PART I-EVALUATION OF PERSONAL TRAITS		PART II-PERFORMANCE EVALUATION	
CATEGORY	CODE	CATEGORY	CODE
4. Personal Conduct		25. Section II—Crime Scene Processing	
5. Integrity		a. CID Action Record	
6. Appearance		b. Agent Activity Summary	
7. Physical Appearance		c. Take Notes (Employ WP)	
8. Motivation		d. Photograph Crime Scene	
9. Initiative		e. Sketch Crime Scene	
10. Determination		f. Collect Physical Evidence	
11. Dependability		g. Impressions, Track & Tool Mark Evid	
12. Impartiality		h. Collect Questioned Documents	
13. Maturity		i. Obtain Handwriting Examp & Stds	
14. Sociability		j. Chain of Custody	
15. Dedication		k. Field Tests for Supspd Control Subs	
16. Self-Discipline		l.	
17. Study and Self-Improvement		m.	
18. Logical Reasoning		n.	
19.		o.	
20.		p.	
21.		26. Section III—Gen Inves Duties	
22.		a. Record Acct for Evidence	
23.		b. Submit Lab Exam Requests	
24. Section I—Law and Jurisdiction		c. Pkg Evid for Shipping	
a. Responsibility/Jurisdiction		d. Dispose of Evidence	
b. General Punitive Articles		e. App, Search & Seizure	
c. Larceny & Wrongful Appropriation		f. Employ Line-Ups	
d. Burglary & Housebreaking		g. Fingerprint Impressions	
e. Drug Related Offenses		h. Testify at Courts	
f. Aggravated Assault		i.	
g. Robbery		j.	
h. Rape & Carnal Knowledge		k.	
i. Economic Crimes		l.	
j. Murder, Manslaughter, & Neg Hom		m.	
k.		27. Section IV—Testimonial Evidence	
l.		a. Interview Wit & Victims	
m.		b. Agent's Inves Report	
n.		c. Rights Warning	
o.		d. Interrogation	
30. AGENT SUPERVISOR COMMENTS (If additional space is needed, continue on reverse)			
31. COMMANDER/SEC Comments (If additional space is needed, continue on reverse)			
TYPED/PRINTED NAME AND GRADE OF AGENT SUPERVISOR		SIGNATURE	DATE
TYPED/PRINTED NAME AND GRADE OF COMMANDER/SAC		SIGNATURE	DATE

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## INSTRUCTIONS

The Probationary Agent Monthly Evaluation Report, will be completed each month during the probationary period on all agents. The evaluation should be made by the appropriate supervisor and forwarded to the field office commander/SAC. The field office commander/SAC will add his/her comments and counsel the probationary agent.

a. Part I—Evaluation of Personal Traits. Items 4–23. Care must be taken to make a fair rating. The probationary agent will be rated on each of the personal traits which are listed in AR 195–3 and on the appendixes study and self-improvement. Significant strengths and weaknesses will be explained in Part II, Item 30 or 31. The evaluation code shown in the key will be used.

b. Part II—Performance Evaluation. Items 25–29. Determination of the appropriate rating for each of the test areas requires an in-depth evaluation of probationary agent's on-the-job performance and/or the evaluation of results derived from hypothetical test situations. The rating will reflect both the ability to perform basic investigative tasks and his/her understanding and application of special techniques and considerations outlined in each test area. The evaluation code used for Part I will apply. Superior achievements in the performance of investigative tasks should be noted in item 29.

c. Item 30. The purpose of this section is to provide a summary of how the evaluation was made and to explain those ratings which need supporting remarks. When a rating is based on evaluation of job performance in connection with an actual investigative assignment, reference will be made to the CID ROI number.

d. Item 31. It is the responsibility of the field office commander/SAC to insure that the evaluation is accurate and objective.